Introduction

The Dymo LabelManager LM200 enables you to create a wide variety of high quality self-adhesive labels of up to 90 characters.

The LabelManager uses 6mm ($^1/_4$"), 9mm ($^3/_8$"), 12mm ($^1/_2$") or 19mm ($^3/_4$") wide tape cassettes in a number of label colours. Labels are back slit for easy removal from the backing tape. Text can be printed horizontally or vertically in a variety of sizes and styles and can be left-justified, right-justified or centred on the label.

Warranty Registration

Please complete the warranty registration card and return it to the relevant customer service address, within seven days– see the warranty booklet for details.

Power Supply

BATTERIES

- With the Labelmaker positioned as shown in fig **A❶** on page 2, open the machine by hinging down the keyboard. Apply pressure to point **A❷** of the battery/tape compartment cover to release the catch, then hinge down the cover.
- Insert six size AA alkaline or re-chargeable Nickel-cadmium batteries, observing the polarity markings **A❸**, and close the cover.
- Remove batteries if the LabelManager is to be unused for some time.

AC ADAPTOR (optional)

- Connect the AC adaptor to socket **B❶**. Inserting the adaptor plug disconnects the supply from the batteries.
- Unplug the AC adaptor from the LabelManager before disconnecting the mains power to the adaptor, otherwise last label memory settings may be lost (see also ON/OFF).

Changing the cassette

- Apply pressure to point **A❷** of the battery/tape compartment cover to release the catch, then hinge down the cover.
- Hold as shown, then lift cassette **C❶** straight up and out.
- Ensure tape and ribbon **C❷** are taut across mouth of cassette and tape passes between guideposts before installing as shown. If necessary, turn spool **C❸** clockwise to tighten ribbon.
- Check that cassette switch **D❶** is set for the cassette type – see page 2. A notch in the cassette will fit over the switch when it is set correctly.
- Insert cassette with tape and ribbon positioned as shown between print head **D❷** and pinch roller**D❸**.
- Push *firmly* **D❹** until cassette *clicks* into place. Ensure tape and ribbon are positioned correctly.
- Close the compartment cover.

Creating your first label

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You will no doubt be anxious to see what your new LabelManager LM200 can do. Before we go on to explore the many advanced features of the LM200, follow these simple steps to create your first label:

1. Fit the batteries, or connect the AC adaptor, plug in and switch on at the wall socket - see 'Power Supply'.
2. Open the battery/cassette compartment cover and install a tape cassette – see page 2 and 'Changing the Cassette'. Check that the cassette is fitted correctly.
3. Close the cover, then press ⏻ to switch the power on. The welcome message 'DYMO' will appear, and then the display should look like this:

Cursor flashing

4. Use the keyboard to type in your full name. Each character you enter will appear on the display, for example:

DYMO

- For an UPPER CASE character, press and hold down ⬆ followed by the character required.
- Press (CAPS) for all subsequent characters in UPPER CASE.
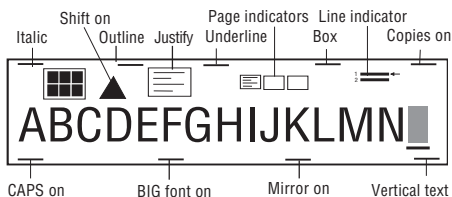- Press the space bar once for the space between each name.

If you make a mistake, press (DEL) to delete the error, then type in the correction.

5. When you have finished, press (PRINT). A label will be printed and will emerge from the slot in the top right hand side of the machine. Wait until the mechanism has stopped, then press the cutter lever **E** to cut off the label and remove it from the machine.

You should now have a high quality printed name label — don't waste it! If this is your personal machine, why not fix the label to the underside to identify its owner? You have just found the first of many uses for your DYMO labels.

DYMO

The Display

Italic | Shift on | Outline | Justify | Page indicators Underline | Line indicator | Box | Copies on

ABCDEFGHIJKLMN

CAPS on | BIG font on | Mirror on | Vertical text

The display shows:
- Up to 15 characters, plus the cursor, at one time.
- Function indicators – as shown above.
- The display will flash if you press an incorrect key in a function sequence.

Function keys

ON/OFF ⏻

Switches the power on and off.

- Switches off automatically after two minutes if no keys are pressed. **The last label created will be retained** and displayed when next turned on. Any stored label and settings will be retained.

Note: If the batteries are removed for more than a few seconds, all text and settings will be lost.

When power is restored, the display will show a flashing cursor (no text) and the settings will be full height standard width text with all other settings off.

CAPITALS (CAPS)

- Press for all subsequent characters in UPPER CASE (CAPITALS), as confirmed by the **CAPS** indicator in the display.
- Press again to cancel and return to lower case.

SHIFT KEY ⬤

Press and hold down for "shift" position.

- Press and hold ⬤ before pressing an alphabet key to produce an UPPER CASE (CAPS) character.
- For dual-purpose keys, press and hold ⬤ first to produce the legend above the key.
- Pressing and holding ⬤ before pressing an alphabet key, while (CAPS) is set, will give a lower case character.

DELETE (DEL)

- Press to delete the character to the left of the cursor, or to exit certain function key operations.

CLEAR TEXT ⬤ + (CLEAR/DEL)

- Press to clear all the current text and cancel any fixed length setting, but leave the text size and other settings unchanged. Also use to exit or clear certain function key operations.

CURSOR KEY ✥

- Press ◀ or ▶ to move the cursor along the text, one character at a time.
- Press and hold to scan through the text.
- Press ⬤ + ◀ or ▶ to move the cursor to the beginning or end of the line of text.
- When used in conjunction with certain function keys, use ◀ or ▶ to select options.
- To insert characters into the text, use ◀ or ▶ to position the cursor under the character to the right of the insertion point, then type in the characters required.
- Press ▲ or ▼ to move the cursor to the start of the previous or next line of a multi-line label.
- Press ⬤ + ▲ or ▼ to move the cursor to the beginning or end of the label.

PRINTING (PRINT)

- Press (PRINT) to print the label.
- Use cutter lever **E** to release the label – see page 2.
- If the display shows ⇕⇕⇕⇕⇕⇕⇕⇕⇕⇕, the tape cassette installed in the machine is too narrow for the label to be printed; change the cassette to a wider tape.

PREVIEW

Allows you to preview your label before printing it.

- Press ⬤ + (PREVIEW/CAPS) and the entire text will scroll across the display.

On labels with 2 lines, the message will be previewed as a single line message.

SPACE KEY ⬜

- Press ⬜ to insert a space into the text.

SYMBOLS ⬤ + ⬜

- Press to select a symbol character – see **SYMBOLS AND SPECIAL CHARACTERS** and the symbols table on page 2.

TEXT SIZE (SIZE)

- The display shows the current selection of text print size:

Height	Condensed	Normal	Extended
small			
normal			

- Normal height is available on all except 6mm labels. Small height is available on all labels.

- Press (SIZE) to select the size menu:

←▐▐▐→ ↑▖▄B↓

Use ✥ to select the size symbol required, then press ↵ to confirm the selection.

The **"B" (BIG FONT)** mode will produce highly visible labels using the entire print height on all except 6mm labels.

- To create a label in "**B**" mode use ▲ or ▼ to move the cursor under "**B**" and press ⏎ (*BFONT* lights in display).
- In "**B**" mode, you can select between condensed, normal or extended, but all other options are not available.

JUSTIFY (JUST)

Labels are normally printed with the text left-justified. On 2-line labels, press (JUST) to select left-justified, right-justified or centred text, as shown in the display. See also **LABEL LENGTH**.

VERTICAL TEXT (VERT)

- Rotates the text through 90° so that the label is printed $> \Phi + \leftarrow - \circlearrowright \, \Phi - - >$, as confirmed by the *VERT* indicator in the display.
- Press again to cancel and return to horizontal text.

Note: Vertical text is not available on 2-line labels.

MULTI-LINE PRINTING

- Press ⏎ to start the next line of text on a 2-line label, e.g.

  This is a two ↵ line label in the display will be printed as:

This is a two
line label

  and the display will indicate 2 lines: ●▬ ←

Labels can be created as follows:

6mm	1 line small text
9mm	Up to 2 lines small text
9mm	1 line normal text
12mm	Up to 2 lines small text
12mm	1 line normal text

19mm	Up to 2 lines small text
19mm	1 line normal text

The line indicator in the display will confirm the number of lines in the label.

BOXED/UNDERLINED PRINTING (BOX/UL)

- If no Box/Underline option has been selected, pressing (BOX/UL) once will display the menu below:

← ▂▕◁◠▓ →

Underlined -	_	=	**DYMO**
Square Box -	▯	=	▭
Pointed Box -	◁	=	▱
Round Corners -	◫	=	⬭
ZigZag Box -	⧑	=	⧑▭
Shaded Box -	▓	=	▬

- Use ◆ ◀ or ▶ to move the cursor under the desired option. Either press ⏎ to select the option (confirmed by the ☐ or — indicator displayed), or (DEL) to exit .
- When the ☐ or — indicator is displayed, press (BOX/UL) to cancel the Box/Underline option.

LABEL LENGTH LTH

The length is normally calculated automatically, according to the length of the text on the label.

The label length function displays the last used fixed label length, eg:

$$45mm \uparrow 1 \downarrow \; \leftarrow 10 \rightarrow$$

- Press (DEL) to exit the length function without changing the length, or:
- Use ◆ ▲ or ▼ to increase (5000mm / 196.85 inches max.) or decrease the length in 1mm / 0.4 inch steps, or ◀ or ▶ to increase or decrease the length in 10mm / 0.4 inch steps. The minimum fixed label length is 45mm.
- Press ⏎ to fix the length for all subsequent labels, confirmed by the *LTH SET* indicator in the display.
- Press LTH to cancel the fixed length and restore the automatic length.
- If the fixed length is too short for the text, when you press (PRINT) or ▲ + (CAPS)^{PREVIEW} the display will show how much longer the label is than the fixed length, eg:

  $$\leftarrow \textbf{+} \quad \textbf{9mm} \rightarrow$$

  and it will not print. Either cancel the fixed length (see above), or press LTH twice and use ◆ to increase the length; the label is now long enough and can be printed.

MULTIPLE COPIES ▲ + (STYLE)^{COPIES}

- Your LabelManager can provide multiple copies within the range 1-99.
- To use this facility press ▲ then (STYLE)^{COPIES} to show the last number of copies set on the display, for example

  ↑ ↓ # = 03 . Use ▲ or ▼ to increase or decrease the number of copies required, then press ⏎ to confirm (*COPIES* indicator lights in the display). To print the desired quantity press (PRINT).
- To cancel an existing multiple copies setting, press ▲ + (STYLE)^{COPIES}.

Note: A row of vertical dots will print between each label as a cutting guide.

INCREMENTAL NUMBERING

Labels can be printed in increments of 1 automatically.

- Key in your starting number as the right most digit on the label. Press ▲ then (PRINT) the display will automatically move up a digit to the next number.

Press ⬆ then `(PRINT)` to continue the sequence.

- It is also possible to include **automatic incremental numbering** when printing multiple copies.
- Key in your starting number, eg. LABEL 1A .
- Next press ⬆ then `(STYLE)` *COPIES* followed by ▲ until the desired number of copies are displayed, eg.10, or use ◀ or ▶ to move the cursor under the number digits and key in the number required. Press ⏎ to confirm.

  Now press ⬆ then `(PRINT)`. This will print ten labels - LABEL 1A to LABEL 10A. While using fixed length setting, the LabelManager will stop printing when the label exceeds the fixed length.

STYLE `(STYLE)`

- Press to display the style menu:

$$\leftarrow Z \textbf{◻ ♯♯} \rightarrow$$

  Use ◀ or ▶ to select *italic*, outline or mirrored text, then press ⏎ to confirm. The indicator for the selected style will light in the display.

- Press `(STYLE)` again to cancel and return to normal text.

PAGE BREAK ⬆ + ⏎

You can divide your label into 'pages' or blocks of text, each with its own text size and style settings. The number of lines which can be created in each page will depend on the label width.

- Press ⬆ + ⏎ to insert a page break.
- Press ⬆ + `(CAPS)` *PREVIEW* to preview the label; each page break is identified by the symbol •||•.

LAST LABEL MEMORY

- The unit will store the last label text and settings when turned off. Upon power-up, these will be restored and displayed. Removal of the batteries for more than a few seconds may cause this information to be lost.

ALIGNMENT ⬆ + `(LTH)` *ALIGN*

- If a fixed label length is set, each press of ⬆ + `(LTH)` *ALIGN* will align the image to the left, the centre or the right of the label, as shown in the display.

EURO CONVERSION `(€)` or ⬆ + `(€)` *+€*

The LabelManager can be set to convert a chosen currency into `(€)` or out of ⬆ + `(€)` *+€* Euros. When this is selected, the label is scanned from right to left for a valid number. The first occurence of a comma (,) or a full stop (.), reading from right to left, will be read as a decimal point. For example:

- If set to convert between Euros and Belgian Francs (see 'Euro Set-up' below), pressing ⬆ + `(€)` *+€* will convert the number on the label into Belgian Francs and add the BF value to the end of the label:

'Sale 10.00/' becomes 'Sale 10.00/BF403.40'
If the original number is at the end of the label, it will be replaced by the BF value:

'Sale 10.00' becomes 'Sale BF403.40'

- Pressing `(€)` will convert the number on the label into Euros and add the Euro value to the end of the label:

'Sale 10.00/' becomes 'Sale 10.00/€0.24'
If the original number is at the end of the label, it will be replaced by the Euro value:

'Sale 10.00' becomes 'Sale €0.24'

Note that values are rounded to the nearest one hundreth of a unit.

EURO SET-UP

To set the currency for conversion to Euros:

- Press ⬆ + ⬭⬭⬭ and then `(€)`. The display will show the previously selected currency and its conversion rate into Euros, eg:

BEF ↑↓ BF40,3399

- Use ▲ or ▼ to step through the currencies available:
  Austria: 13,7603 öS
  Belgium: BF 40,3399
  Germany: DM 1,95583
  Spain: 166,386 Pts
  Finland: 5,94573 mk
  France: 6,55957 Fr
  Ireland: £ 0.78756
  Italy: L1936,27
  Luxembourg: LF 40,3399
  €1 = _

  Press ⏎ to confirm the selection.

- The next time that you press `(€)` or ⬆ + `(€)` *+€*, the conversion will be between Euros and the chosen currency.

The line showing €1 = _ is user-definable. You can enter a currency symbol and rate for your currency against the Euro, eg $US. Note that for currencies larger than the Euro, you must enter '0' before the decimal point of the value.

# Symbols and special characters

INTERNATIONAL CHARACTERS

To add a diacritical (accent) to create an international character, enter the character first, followed immediately by the diacritical, e.g. press `(E)` followed by `(/)` to get **é**.

To add a diacritical to an existing character, use ◀ or ▶ to place the cursor under the character to the right of the character to be changed, then press the appropriate diacritical key.

SYMBOLS ⬆ + ⬭⬭⬭ *SYMBOLS*

- Press to show symbols and special characters, some of which are not available direct from the keyboard. The display will show the last used symbol character, for

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example: $A1$ ← ↑ ↓ → with a line of symbols above it. Each letter selects a line of symbol characters, numbered 1 to 6, as shown in the table on page 2.

- Press ⌷ℰ𝓛 to cancel, or
- Press a letter key 'A' to 'Z' until you find the line of symbols required. You can then press a number key '1' to '6' to select the symbol required.
  Alternatively, use ▲ or ▼ to step through the rows A to Z, then use ◀ or ▶ to move the cursor under the symbol required.

Press ↵ to place the symbol in the label.

PRINT CONTRAST — may be adjusted by pressing

▲ + $\overset{SYMBOLS}{\underline{\quad\quad}}$ followed by (PRINT) to display the contrast

symbols ←☐ ▩ ▮ →.

- Use ◀ or ▶ to select lighter or darker print.
- Press ↵ to confirm the setting. The contrast level will revert to the mid-setting when the LabelManager is turned off and on again.
  Note: This function enables you to adjust the print quality under extreme temperature conditions.

Cleaning

- Clean the cutter blade regularly: Press and hold down cutter lever **E** to expose cutter blade **D❶**, then use a cotton bud and alcohol to clean both sides of the blade. Release cutter lever **E**.
- Check and clean print head face **D❷** regularly using a cotton bud and alcohol ONLY.

Troubleshooting

No display
- check machine is on
- replace discharged batteries
- check AC adaptor.

No printing or poor text
- replace discharged batteries
- check tape cassette installed correctly
- clean the print head
- replace the tape cassette.

Poor print quality with white ink
- When using a White on Black or a White on Clear cassette, it may be necessary to use the darkest contrast setting in order to obtain good print quality. To change the contrast setting via the keyboard, read and follow the instructions as described in the paragraph "Print Contrast".

Tape jammed
- lift out tape cassette carefully
- remove/release jammed tape
- DO NOT cut the ink ribbon – turn spool **C❸** to tighten
- cut off excess label tape
- refit/replace the tape cassette.

Poor cutter performance
- clean the cutter blade regularly

No response to print key
- **!!!!!!!!!!!!!!!** in the display indicates a printer jam. Press any key to return to normal display. Open the cassette compartment and free the jam.
- ☐☐☐☐☐☐☐☐☐☐☐☐☐☐ flashing in the display indicates discharged batteries. Press any key to return to normal display. Replace the batteries.

No success?
- Call the DYMO customer service hotline telephone number for your country – see the warranty booklet.